

Class Specifications
for the Class:PERSONNEL PROGRAM ADMINISTRATORDuties Summary:

Administers, in accordance with agency standards and requirements, a group of complex personnel management services programs; serves as a principal staff specialist, furnishing advice, assistance, and support to the Director of Personnel Services in all matters affecting state personnel; and performs other duties as assigned.

Distinguishing Characteristics:

This class plans, directs, and coordinates, within a central personnel agency, a group of complex personnel management programs which requires extensive organization and staffing patterns involving the control and coordination of services through more than one level of subordinate supervisors, complex procedures, and organizational management techniques. Receives general directions from the department head. Supervision over positions at this level is nominal and consultative in nature. Administrative supervision is generally limited to approval of staffing, funds, and facilities and establishment of broad department policies.

Positions in this class involve extensive contacts with personnel outside the agency. Contacts are made with representative of other agencies to establish working agreements and other procedures. Incumbents are called upon to meet with legislative committees, inter-jurisdictional and inter-agency committees, private business organizations, employee organizations, and other groups to give presentations on the various aspects of program activities and operations. A leadership role is evident in inter-jurisdictional and inter-agency relationships.

Examples of Duties:

Plans, organizes, directs, and coordinates division activities and operations as they pertain to public personnel administrative work programs; develops and maintains operating and administrative control procedures within the broad framework of legal and agency standards and requirements; clarifies,

interprets, applies, and secures compliance with laws, rules, regulations, policies, and procedures; confers and consults with the other technical staffs of the department; develops programs and improvements in activities and operations; controls and assures the effective implementation and conduct of the division's activities and operations through the assistance of subordinate supervisory personnel; assumes responsibility for the effective and efficient handling and disposal of personnel and fiscal problems and needs of the division and its functions; prepares, presents, and justifies a budget; plans and conducts staff meetings with subordinate supervisors and others; reviews and analyzes operational reports and other documents, makes changes within the division in the structure of the organization and the assignment of functions, when such changes will not materially increase operating costs or jeopardize the status or tenure of employees, limit services rendered, or affect work of outside organizations, and recommends and justifies to higher authorities changes which may have such effects; establishes program objectives and general work plans; conducts program evaluation; deals with appellate, legislative employee organizations, and other groups; prepares and issues special instructions for non-routine and complex assignments; sets performance standards and reviews formal evaluations of employee performance as prepared by subordinate supervisors; makes decisions on employee performance ratings recommended by subordinate supervisors; reviews, accepts, amends, or rejects work of the division; informs subordinate supervisors of changes affecting the policies, procedures, and goals of the department as they relate to the work of the division; initiates formal requests for additional personnel to meet work requirements; recommends promotions, reassignments, other changes in status, and recognition of outstanding performance of assigned personnel to the director of the department.

Knowledge and Abilities Required:

Knowledge of: The functions and organization of State government; personnel management and labor relations concepts, methods and procedures, including organizational and functional relationships within the public sector; pertinent laws, rules and regulations, policies, and directives; public and private sector trends in personnel management and labor relations; principles and practices of public administration; principles and practices of supervision and management.

Ability to: Administer complex personnel management services programs; formulate overall objectives, strategies, programs, and resource requirements; deal effectively with administrative, legislative, and other groups and individuals; present program plans orally and in writing and promote acceptance and support; exercise leadership in program areas.

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This is an amendment to the class Personnel Management Specialist VIII approved on January 17, 1973, due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980, and a change in title to PERSONNEL PROGRAM ADMINISTRATOR effective October 1, 1982.

DATE APPROVED: 9/20/82

DONALD BOTELHO
Director of Personnel Services

The code number for the class Personnel Management Specialist VIII was changed from 2.873 to 17.076 and the class was incorporated in the Excluded Managerial Compensation Plan effective July 1, 1981, in accordance with Act 254, SLH 1980.